

**REPORT OF THE AUDITOR OF PUBLIC ACCOUNTS
AGREED-UPON PROCEDURES ENGAGEMENT
OF THE
LEWIS COUNTY
PROPERTY VALUATION ADMINISTRATOR**

**For The Period July 1, 2004
Through June 30, 2005**



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AUDITOR OF PUBLIC ACCOUNTS

Independent Accountant's Report

Robbie Rudolph, Secretary, Finance and Administration Cabinet
The Honorable Betty Ripato
Lewis County Property Valuation Administrator
Vanceburg, Kentucky 41179

We have performed the procedures enumerated below, which were agreed to by the Lewis County Property Valuation Administrator (PVA), solely to assist you with the accountability for statutory contribution receipts and disbursements, including capital outlay disbursements, city government receipts, recordkeeping, and leases and contracts for the period July 1, 2004 through June 30, 2005. This engagement to apply agreed-upon procedures was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of the Lewis County PVA. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are as follows:

1. Procedure -

Determine if the PVA had a receipt ledger, a disbursement ledger, and reconciled bank records to books each month. Re-perform the year-end bank reconciliation (June 30, 2005), to determine if amounts are accurate.

Finding -

The PVA maintained a receipt ledger, disbursement ledger and reconciled back records to books each month.

2. Procedure -

Compare recorded city receipts to confirmed payment amounts obtained from city governments. Also review the list of city receipts for completeness.

Finding -

Confirmed city payments agreed to PVA's receipts ledger and bank records



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(Continued)

3. Procedure -

Compare the budgeted statutory contribution by fiscal court to the legally required amounts calculated by the Department of Revenue. Trace the fiscal court payments from the fiscal court statutory contribution budget account to the PVA's local bank account.

Finding -

The statutory contribution amount determined by the Revenue Cabinet agreed to the amount budgeted by the fiscal court. The payments made to the PVA agreed to her bank records.

4. Procedure -

Compare capital outlay disbursements with cancelled checks, supporting documentation, and proper purchasing procedures. Verify the location of newly acquired assets. Determine if assets were added to the PVA's capital asset inventory list.

Finding -

Capital outlay disbursements were supported by proper documentation.

5. Procedure -

Judgmentally select 15 disbursements from PVA's records and agree amounts to cancelled checks, paid invoices, or other supporting documentation. Determine if the expenditure was for official business. Review all credit card statements (if any) to determine if expenditures were for official business.

Finding -

The PVA maintained documentation for 13 of the 15 disbursements tested. However, the PVA could not provide original invoices for two disbursements.

PVA's Response –

I had information for check #1703 and #1730. I have lost my copy of invoices in my paperwork. I cannot find these two.

6. Procedure -

Scan vehicle lease agreements, personal service contracts, and professional service contracts for cost schedules and compare to actual payments. Determine if services received were appropriate, for official business, and properly authorized.

Finding -

Agreements and contracts were appropriate and properly authorized.

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(Continued)

7. Procedure -

Compare PVA's final budget to actual expenditures to determine if PVA overspent in any account series.

Finding -

The PVA overspent budgeted account numbers 199,233,601 and 381.

PVA's Response -

Budgeted Accounts (199,233,601, 381) will be transferred to other account numbers under spent.

8. Procedure -

Determine whether collateral was necessary for the PVA's funds. If necessary determine if the PVA was sufficiently collateralized for the year and if a collateral agreement exists.

Finding -

The PVA's funds did not require collateral to be pledged by the bank.

9. Procedure -

Determine whether timesheets were completed, maintained, and support hours worked.

Finding -

The PVA maintained adequate and complete timesheets.

We were not engaged to, and did not perform an examination, the objective of which would be the expression of an opinion on the receipts and disbursements, including capital outlay disbursements, city government receipts, recordkeeping, and leases and contracts. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the Property Valuation Administrator and the Department of Revenue and is not intended to be and should not be used by anyone other than these specified parties.

Respectfully submitted,



Crit Luallen
Auditor of Public Accounts

Engagement fieldwork completed -
September 23, 2005